



AIR FORCE PRIVACY ACT PROGRAM

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OPR: 10 MSS/IMDF (Mr. Jurasek
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AFI 37-132, 11 March 1994, is supplemented as follows:

(Bullet 2). The controlling directives must include the following:

1.1.1.1. Title and duty address of the person responsible for the management of the system of records.

1.1.1.2. Location of the Records. Give building and room numbers.

1.1.1.3. Safeguards to prevent unauthorized access to data or equipment. Use guidance in AFI 33-202, *The Air Force Computer Security (COMPUSEC) Program* (formerly AFSSIs 5100, 5101, and 5102), for data stored in computers.

1.1.1.4. Management procedures to include, but not limited to, telling who is responsible for inputting and maintaining data accurately.

1.1.1.5. Procedures for accounting of disclosures outside of the DoD.

1.1.3(Bullet 1). USAFA approved systems of records are listed in attachment 1, this supplement.

1.1.3(Bullet 6). Individuals do not have to submit a formal written request to review or receive a copy of their own records contained in an official system of records.

1.4.4. The USAFA activity heads listed in attachment 2, this supplement, will designate a Privacy Act monitor (PAM), in writing, and send a copy of the appointment letter to the command Privacy Act Officer (10 MSS/IMDF).

1.4.5. The Privacy Act Officer for the Air Force Academy is (10 MSS/IMDF).

1.4.7. Systems managers for authorized Air Force Academy Privacy Act Systems of Records are listed in attachment 1, this supplement.

1.4.8(Bullet 2). PAMs will keep 10 MSS/IMDF informed of the system manager's name, office symbol, and phone number, for each system in their areas. (See attachment 1, this supplement, for listing of authorized USAFA Privacy Act Systems of Record).

1.4.8(Bullet 5 (Added)). Coordinate on the following, indicating that all responsibilities in AFI 37-132 have been met.

1.4.8.1. DD Form 67, Form Processing Action Request:

1.4.8.1.1. If the form requires collection of personal information that will be entered into a system of records published in the AFDIR 37-144, *Air Force Privacy Act Systems of Records Notices*, or a system listed in attachment 1, this supplement, enter the number of the system in block 13. Assure that the Privacy Act Statement on the form is correct.

1.4.8.1.2. If the form requires the collection of personal information that is accessed by the subject's name or some other personal identifier, and is **not** covered by a system of records notice in AFDIR 37-144, or listed in attachment 1, this supplement, the system manager must prepare either a change notice to an existing system, or a new system notice using guidance in AFI 37-132, attachment 2. The notice must be forwarded through 10 MSS/IMDF to reach SAF/AAIQ at least 120 days prior to implementation. 10 MSS/IMDF will forward the notices to SAF/AAIQ for publication in the Federal Register and notify the system manager when the system is approved.

1.4.8.2. AF Form 673, Request to Issue Publication:

1.4.8.2.1. Assure that a Privacy Act warning statement is included one space below the purpose statement of any USAFA or squadron instruction which requires collecting or keeping personal information in a system of records (See paragraph 6.1, in basic instruction, for more guidance).

3.2. NOTE : If you use various Privacy Act statements (AF, DD, USAFA, and so forth), you may keep them in a binder and give the appropriate statement to individuals to read when they come in to complete a form which asks for information which falls under the Privacy Act.

4.2. If you receive a written Privacy Act request which has not been suspended by 10 MSS/IMDF, immediately send the request to 10 MSS/IMDF for assignment of a case number and suspense date prior to taking any action.

4.4. OPRs will prepare denial memorandum for signature of the Vice Superintendent (HQ USAFA/CV) within 5 workdays after receipt of the 10 MSS/IMDF tasking and hand carry to 10 MSS/IMDF within the established suspense date. Accompany the denial memorandum with AF Form 1768, **Staff Summary Sheet**, explaining reasons and exemption authority for the denial. Attach releasable records to the memorandum for signature at Tab 1, 10 MSS/IMDF tasking memorandum at Tab 2, partially denied records at Tab 3, and totally denied records at Tab 4. Address the "TO" element of the AF Form 1768 as follows: 10 MSS/IMDF (Coord), JA (Coord) (either the HQ USAFA/JA or 10 ABW/JA, whichever is appropriate), HQ USAFA/CV (Sign), 10 MSS/IMDF (Mail). If more than one OPR is involved, each should send their relevant documents and reasons for denial to 10 MSS/IMDF following the instructions in the tasking memorandum. 10 MSS/IMDF will prepare the denial memorandum and AF Form 1768.

4.4.1. Furnish two copies of the denied record. Identify the denied information with a yellow highlighter on one copy and leave the other copy unmarked. The unmarked copy will be used later by 10 MSS/IMDF for final deletions following legal and denial authority review and approval.

4.5(Bullet 2). The Superintendent (HQ USAFA/CC) and the Vice Superintendent (HQ USAFA/CV) are the only designated denial authorities on the Air Force Academy for Privacy Act Records.

5.3. OPRs will forward AF Form 1768 to HQ USAFA/CV through 10 MSS/IMDF, and JA within 5 workdays on recommendations for denial or amendments. Use guidance in paragraph 4.4, this supplement.

6.2. System managers will send proposed new or altered system notices to 10 MSS/IMDF at least 120 days prior to implementation.

6.2.1. (Added) Biographical Data and Automated Personnel Management System (F O30 AF A) (see attachment 3, this supplement) authorizes the collection, maintenance, and use of personal data to locate, manage, and train assigned personnel. If you are collecting personal information described in this system notice and using it for the purposes indicated in the notice, you may cite this System of Records as your authority for maintaining the information. However, before doing so, you must advise 10 MSS/IMDF and provide a copy of your controlling directive containing the information required by paragraph 1.1.1(Bullet 2), this supplement.

7.2. Affix AFVA 205-15, *Personal Data - Privacy Act of 1974*, to each physical medium that contains Privacy Act material. On floppy disks or cassettes, attach the label to the plastic disk jacket, not the protective paper or plastic envelope.

Attachment

USAF SYSTEMS OF RECORDS - AFDIR 37-144

SYSTEM NUMBER	TITLE	SYSTEM MANAGER
FOI I AFA A	Class Committee Products	Registrar
FO11 AFA B	Faculty Biographical Sketch	Dean of the Faculty
F035 AFA A	Cadet Personnel Management Sys	Commandant of Cadets, Dean of the Faculty, Chief, Cadet Personnel Division
F035 AFA B	Master Cadet Personnel Record (Active/Historical)	Registrar
F035 AFA C	Prospective Instructor Files	
F050 AFA A	Military Performance Average	Commandant of Cadets
F050 AFA B	Instructor Academic Records	Dean of the Faculty, Commandant of Cadets Director, Athletics
F050 AFA C	USAF Academy Athletic Records	Director, Athletics
F051 AF A	Flying Training Records	OTS/557 FTS
F051 AF B	Flying Training Records-Nonstudent	ATC/CWO 50 TS/CC
F051 AF C	Flying Training Records-Student	ATC/94 ATS 50 Tng Sq
F053 AFA A	Educational Research Data Base	Associate Director, Admissions, Research and Technical Support Div
F053 AFA B	Preparatory School Records	Commander, Preparatory School
F053 AFA C	Admissions Records	Director, Admissions
F160 AFA A	Cadet Hospital Clinic Records	Commander, 10th Med Group
F160 DODMERB A	DoD Medical Exam Review Bd	Director, DODMERB
F215 AFA B	Library/Special Collections Records	Director, Academy Libraries
F265 AFA A	Cadet Chaplain Records	Senior Staff Chaplain
F900 AFA A	Cadet Awards Files	Dean of the Faculty
F900 AFA B	Thomas D. White National Defense Award	Director, Plans and Programs

Attachment

USAF A ACTIVITIES REQUIRING A PRIVACY ACT MONITOR

The following Organization Heads will designate a Privacy Act Monitor for activities which fall under their responsibility:

- Vice Superintendent
- Director of Athletics
- Director of Protocol
- Commander, 34th Training Wing
- Dean of the Faculty
 - Registrar
- Director of Personnel
- Director of Financial Management
- Inspector General
- Staff Judge Advocate
- Director of Public Affairs
- Commander, Preparatory School
- Director of Quality and Assessment
- Director of Admissions
- Director of Safety
- Director of Plans and Programs
- Commander, 10 the Air Base Wing
 - Chief, Financial Management
 - Senior Chaplain
 - Staff Judge Advocate
 - Chief, Logistics Division
 - Chief, Contracting
 - Chief, Social Actions
 - Commander, 10th Civil Engineering Group
 - Commander, 10th Civil Engineering Squadron
 - Commander, 510th Civil Engineering Squadron
 - Commander, 10th Communications Squadron
 - Commander, 10th Medical Group
 - Commander, 10th Mission Support Squadron
 - Chief, Civilian Personnel Flight
 - Chief, Military Personnel Flight
 - Commander, 10th Security Police Squadron

- Commander, 10th Services Squadron

Attachment

SYSTEM IDENTIFICATION NUMBER: F030 AF A

System Name: Biographical Data and Automated Personnel Management System.

System Location: Headquarters United States Air Force; headquarters of major commands; field operating agencies; direct reporting units; headquarters of unified commands for which Air Force is Executive Agent, and all Air Force installations and units. Official mailing addresses are published as attachment 1 to this compilation of systems of records notices.

Categories of Individuals Covered by the System: Active duty Air Force military personnel and Air Force Reserve and Air National Guard personnel. Air Force civilian employees and contractors may be included when records are created which are identical to those on military members. Army, Navy, and Marine Corps active duty military and civilian personnel may be included when assigned to unified commands for which Air Force is the Executive Agent. Records may be maintained in this system on personnel in a Temporary Duty (TDY) status for the duration of the TDY.

Categories of Records in the System: Biographical information which may include name, rank, Social Security Number, service dates, date of birth, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, and names of family members, religion, professional expertise and appointments, membership in professional societies, civic activities, and state of license. Limited locator type information which may include home address, home phone, home of record, and name and address of next of kin. Records relating to assignment to include unit of assignment, authorized and assigned grade, duty title, duty Air Force Specialty Code and Military Occupation Code, position number, date assigned to organization, estimated date of departure, control tour code, assignment availability date, overseas tour start date, short tour return date, supervisor's name, and date supervision began. Performance data, i.e., date of last report and date next report due. May also contain limited routine administrative training information consisting of application for training, name and date of course completion, and educational level, when not filed in a separate system. Limited routine correspondence on promotions, military honors and awards, security, and letters of appreciation, when not filed in a separate system.

Authority for Maintenance of the System: 10 U.S.C. 8013, Secretary of the Air Force: powers and duties, delegation by, and E.O. 9397.

System Manager and Address: Director of Information Management, Office of the Administrative Assistant to the Secretary of the Air Force, Local System Managers: Commanders/supervisors at the installation, base unit, organization, office or function to which the individual is assigned. Official mailing addresses are published as attachment 1 to this compilation of systems of records notices.

Notification Procedure: Individuals seeking to determine whether information about themselves is contained in this system should address inquiries to respective unit commander or supervisor who maintains the records. Official mailing addresses are published as attachment 1 to this compilation of systems of records notices.

Record Access Procedures: Individuals seeking to access records about themselves contained in this system should address requests to the respective unit commander or supervisor who maintains the records. Official mailing addresses are published as attachment 1 to this compilation of systems of records notices.

Contesting Record Procedures: The Department of the Air Force rules for access to records and for contesting and appealing initial agency determinations by the individual concerned are published in AFI 37-132, *Air Force Privacy Act Program*, 32 CFR Part 806b, or may be obtained from the System Manager.

Record Source Categories: The individual, personnel or training records and records created by commander/supervisor.

Exemptions Claimed for the System: None.

Purpose: This system is established as a management tool to provide commanders and supervisors with ready reference information file for managing their personnel, manpower, and resources. To assist in determining and scheduling workload requirements in support of their organization's assigned mission. This system serves a ready reference locator and can be used to produce manpower reports. Used to determine eligibility/suitability for assignment/reassignment; determine eligibility for retirement related action, to make determinations on discharges or mobilization, deferments, and fulfillment of local or statutory requirements. Records maintained as a historical file while individual is assigned to the unit. Used to answer correspondence or telephone inquiries; updating and/or changing information in computer and/or individual record.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records, or information contained therein, may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552,i(b)(3) as follows: The Department of the Air Force "Blanket Routine Uses" set forth at the beginning of the Air Force's compilation of systems of records notices apply to this system.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System.

- **Storage:** Maintained in file folders, in computers, and on computer output products.
- **Retrievability:** Retrieved by name and/or Social Security Number.
- **Safeguards:** Records are accessed by person responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need to know. Records are stored in locked rooms and cabinets. Those in computer storage devices are protected by computer system software.
- **Retention and disposal:** Retain in office files until superseded, obsolete, no longer needed for reference, reassignment, separation or retirement of the individual, or inactivation of the organization. Records on TDY personnel will be destroyed upon completion of the individual's TDY. Records are destroyed by tearing into pieces, shredding, pulping, incinerating, or burning. Computer records are destroyed by erasing, deleting, or overwriting.

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Squadron